

**UNITED STATES COURTS FOR THE SECOND CIRCUIT  
OFFICE OF THE CIRCUIT EXECUTIVE**

April 21, 1998

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**VACANCY ANNOUNCEMENT**

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**POSITION TITLE:** ASSISTANT CIRCUIT EXECUTIVE  
Information Systems Director

**SALARY RANGE:** To: CL-32 (\$74,684 - 121,376),  
depending on experience, current salary and qualifications.

**LOCATION:** United States Courthouse, Foley Square, NY, NY

**CLOSING DATE:** MAY 15, 1998

**POSITION OVERVIEW:**

The Assistant Circuit Executive Information Systems (IS) Director is responsible to the Circuit Executive for controlling the affairs of the Circuit concerning the introduction, development, purchasing, and operation of all automated systems and ensures their coordination and integration across all courts served. The position has overall design responsibility within the circuit for the Data Communications Network (DCN) and e-mail systems and establishes guidelines for their implementation and use. This position oversees the managers of systems operations within the circuit with relation to National Automation plans.

**REQUIREMENTS:**

Five years of progressively responsible administrative experience and specialized experience in the following areas: Relational database design theory; Networking Protocols; Novell 4.x; Windows NT; Web Server Design; cc:Mail; UNIX; Court Case Management; and Video Conferencing.

**Submit cover letters and resumes to:**  
**United States Court of Appeals**  
**40 Foley Square Room #1604**  
**New York, N. Y. 10007**  
**Attn: Personnel**

**APPLICANTS MUST BE UNITED STATES CITIZENS**

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**